

S E C R E T

OIT/TRIS

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OIT 0200-87

24 APR 1987

DDA/REG
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MEMORANDUM FOR: Associate Deputy Director for Administration

VIA: Director of Information Technology, DA
Information Management Officer, O/DDA
Directorate Information Management Officer, DA

FROM: 
Agency Information Management Officer

SUBJECT: Electronic Records Control Schedule Descriptions
for O/DDA Systems

1. Attached for your review and approval are the Electronic Records Control Schedule (RCS) descriptions of systems used in Office of the Deputy Director for Administration (O/DDA) divisions. The Information Management Officer for Information Resource Management Program (IRMP) has contacted the Division Chiefs associated with the systems. They have reviewed and concur in these descriptions. This process was under way when the Office of Information Services was abolished. Therefore, we decided to complete this project prior to conducting an O/DDA Electronic Records systems survey.

2. Following your approval, an abbreviated version of the schedule will be submitted to the National Archives and Records Administration (NARA) for final approval by the Archivist of the United States. After approval by NARA these items will be included in the existing O/DDA RCS.

Attachment:
As stated

UNCLASSIFIED When Separated
From Attachment

S E C R E T

70-4

S E C R E T

SUBJECT: Electronic Records Control Schedule Descriptions
for O/DDA Systems

CONCUR:

25X1

[Redacted Signature]

IRMP/OIT Information Management Officer

24 April '87
DATE

25X1

[Redacted Signature]

O/DDA Information Management Officer

27 May 87
Date

25X1

[Redacted Signature]

Directorate Information Management Officer, DA

29 May 87
Date

APPROVED:

/s/ Henry P. Mahoney

02 JUN 1987

Associate Deputy Director for Administration

Date

S E C R E T

OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
ELECTRONIC RECORDS CONTROL SCHEDULE
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RECORDS CONTROL SCHEDULE		SECRET	OLD SCHEDULE NO. (SI)	REVISED SCHEDULE NO.
DIRECTORATE/OFFICE			DATE OF OLD SCHEDULE (SI)	
Office of the Deputy Director for Administration				
OLD SCHEDULE AND ITEM NO(S)	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
	1	<p><u>DECLASSIFICATION AND REVIEW SYSTEM (DARE)</u></p> <p>An off-line computer based index of retired documents reviewed under the systematic and mandatory review provisions of E.O. 12356, E.O. 12065 and E.O. 11652. Essential elements of the file include records center job, box, and folder number. Other elements include document number, document date, old and new classification, review date, Office of Primary Interest (OPI) number, date of next review, reviewer identification, and retention justification. (1945 to present)</p> <p>a. Input</p> <p>Original documents are received from the Agency Archives and Records Center (AARC). The key operator or reviewer extracts specific information and places it on Form 4023A from which the data is then entered into the system.</p> <p>b. Output</p> <p>(1) Computer output microfiche (COM) produced in document title and document number sequence.</p> <p>(2) Computer generated hard copy summary listing produced on an ad hoc basis</p>		<p>TEMPORARY. Destroy form 4023A upon verification of data entered into the system.</p> <p>TEMPORARY. Destroy when no longer needed for reference.</p> <p>TEMPORARY. Destroy when no longer needed for reference.</p>

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FORM 11-79

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ORIG. LIT. PREVIOUS EDITIONS

CLASSIFICATION

SECRET

1

(41)

AND ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>SECRET</p> <p>c. Files</p> <p>(1) Master Tape File - (VM Batch System) Continuous update tape file containing the cumulative data of all information entered into the system. (Classification Review Division, DA is the office of record.)</p> <p>(2) Security Backup Tape File. Tapes containing identical data to master data tapes and retained as security in case master tape is damaged or inadvertently erased.</p> <p>d. Documentation</p> <p>User Manual. Describes functions of the system and enables the individual to use it.</p> <p>2 <u>RELEASED INFORMATION MANAGEMENT SYSTEM (RIMS)</u></p> <p>An on-line computer based system containing items of information of debatable classification status relating to the Agency and its activities and the classification action taken on the information which can serve as precedents for making future classification decisions. Each item of information is categorized in several ways so answers to queries of the system can be precise. Essential elements of the file include: entry number, title, author, publication date, credibility code, textual excerpt, category code, and area codes. The</p>		<p>TEMPORARY. Delete individual document entries after official release of document by Agency.</p> <p>TEMPORARY. Transfer to AARC at six month intervals until completion of next update of file, then erase and reuse tape.</p> <p>TEMPORARY. Retain with data systems specifications. Dispose of one year after discontinuance of the system. Complies with GRS 20, Part III, (8).</p>

NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
	system has a full query on-line capability with read/view on the CRT or print. (1940 to present)		
a. Input	Key operator inputs data into the system from informal worksheet containing information extracted from actual articles/publications/journals.		TEMPORARY. Destroy upon verification of data entered in the system.
b. Output	Computer generated hard copy summary listings produced on an ad hoc basis as a result of requests.		TEMPORARY. Destroy when no longer needed for reference.
c. Files	(1) Master Data File. (VM/NOMAD) Continuous updated file containing cumulative data of all information entered into the system. (Classification Review Division, DA is the office of record.)		TEMPORARY. Delete entries to all documents/publications 30 years after date of initial review. Complies with GRS 20, Part I, (21).
	(2) Guidance File - (VM/NOMAD) Contains data related to Agency policy providing guidance to the CRD reviewers. The RIMS guidance file is accessed independent of the RIMS data file.		TEMPORARY. Destroy when no longer needed for reference.
d. Backup (Scratch) Tape Files	(1) Daily backup tape prepared by the OIT computer center Monday through Thursday.		TEMPORARY. Hold in OIT tape library for 15 days, then reuse. Complies with GRS 20, Part II, (4).

NO.		SECRET	SECRET	DISPOSITION INSTRUCTIONS
	(2)	Weekly backup tape prepared by the OIT computer center each Friday.		TEMPORARY. Hold in OIT tape library for 45 days, then reuse. Complies with GRS 20, Part II, (4).
	(3)	Monthly backup tape prepared by the OIT computer center the last Friday of each month.		TEMPORARY. Hold in OIT tape library for one week, transfer to AARC for three weeks, then reuse. Complies with GRS 20, Part II, (4).
	e.	Documentation		
		User Manual. Describes functions of the system and enables the individual to use it.		TEMPORARY. Retain with data systems specifications. Dispose of one year after discontinuance of the system. Complies with GRS 20, Part III, (8).
	3	<u>OFFICIALLY RELEASED INFORMATION SYSTEM (ORIS))</u>		
		Computer based index to a microfiche collection of selected declassified or sanitized Agency documents officially released to the public. The system is maintained to research requests for information previously declassified or sanitized and officially released by the Agency, provide an audit trail for Agency senior officials concerning the propriety of documents released, and notify Agency recipients of original classified documents that have been sanitized or declassified. ORIS can be searched by subject, country, keyword, publication date, title, document number, request number, or any combination of these data elements. (This system was previously named Declassification Releases System, DECAL.) (1947 to present)		

AND ITEM SOURCE	NO.	ITEM IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		<p>a. Input</p> <p>Key operator extracts specific information from duplicate declassified or sanitized documents received from case officer.</p> <p>b. Output</p> <p>Computer generated hard copy listings (summary, statistical, and/or data printed as is in master file) produced on an ad hoc basis as a result of requests.</p> <p>c. Files</p> <p>Master Tape File - Continuous update file containing the cumulative data of all information entered into the system. (Information and Privacy Division, DA is the office of record.)</p> <p>d. Backup (Scratch) Tape Files</p> <p>(1) Daily backup tape prepared by the OIT computer center Monday through Thursday.</p> <p>(2) Weekly backup tape prepared by the OIT computer center each Friday.</p> <p>(3) Monthly backup tape prepared by the OIT computer center the last Friday of each month.</p>		<p>TEMPORARY. Input document is released to Research Publications Inc. after verification of data entered in the system.</p> <p>TEMPORARY. Destroy when no longer needed for reference.</p> <p>TEMPORARY. Delete file data after system has been discontinued.</p> <p>TEMPORARY. Hold in OIT tape library for 15 days, then reuse. Complies with GRS 20, Part II, (4).</p> <p>TEMPORARY. Hold in OIT tape library for 45 days, then reuse. Complies with GRS 20, Part II, (4).</p> <p>TEMPORARY. Hold in OIT tape library for one week, transfer to AARC for three weeks, then reuse. Complies with GRS 20, Part II, (4).</p>

AND ITEM NO(S).	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		<p>e. Documentation</p> <p>User manual. Describes functions of the system and enables the individual to use it.</p>		TEMPORARY. Retain with data system specifications. Dispose of one year after discontinuance of the system. Complies with GPS 20, Part III, (8).
		<p>4 <u>INFORMATION AND PRIVACY SYSTEM LOG (IPSLOG)</u></p> <p>Computer based index to active case files containing the hard copy documents associated with each Freedom of Information Act, Privacy Act, or Executive Order request, including appeals and litigation information, received by the Agency. The IPSLOG interfaces with the Information and Privacy System History (IPSHIST). Data is recorded in IPSLOG as official information requests, appeals, or litigation cases are processed. The file includes case number, requestor name, address, request number, date received, date acknowledged, subject, search fees, appeal and litigation data, and Agency offices involved in the request. File can be searched by case number, subject, requestor's name, address, date received or any combination of these data elements. (1974 to Present)</p> <p>a. Input.</p> <p>Information is extracted from correspondence and documents related to each FOIA/PA/EO request and is entered into the system.</p>		TEMPORARY. Transfer to FOIA/PA/EO case file upon verification of data into system. (See RCS 34-83, Item 35)

AND ITEM NO.	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		SECRET		
		b. Output		
		(1) Scheduled computer generated hard copy statistical listings produced weekly, monthly, or yearly. Provides statistical data for use by senior Agency management on the number of cases opened and closed.		TEMPORARY. Destroy when no longer needed for reference.
		(2) IPSLOG History File is passed electronically to IPSHIST on a weekly basis. It represents all cases that have been closed.		TEMPORARY. Transfer to IPSHIST file. (Refer to Item 5.c (1) below.)
		c. Files		
		(1) Initial File. Continuous update file containing the cumulative data of all information entered into the system.		TEMPORARY. Retain entries in Initial File until case is closed, then transfer to IPSHIST. (Refer to Item 4.b (2).)
		(2) Appeal File. Data extracted from IPSHIST upon appeal and maintained continuously until appeal closed.		TEMPORARY. Retain Appeal File until no longer needed for reference.
		(3) Litigation File. Data extracted from IPSHIST or the Appeal File at litigation and maintained continuously until final court action.		TEMPORARY. Retain Litigation File until no longer needed for reference.
		d. Backup (Scratch) Tape File		
		(1) Daily backup tape prepared by the OIT computer center Monday through Thursday.		TEMPORARY. Hold in OIT tape library for 15 days, then reuse. Complies with GRS 20, Part II, (4).

AND ITEM NO(S)	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	(2) Weekly backup tape prepared by the OIT computer center each Friday.		TEMPORARY. Hold in OIT tape library for 45 days then reuse. Complies with GRS 20, Part II, (4).
	(3) Monthly backup tape prepared by the OIT computer center the last Friday of each month.		TEMPORARY. Hold in OIT tape library for one week, transfer to AARC for three weeks, then reuse. Complies with GRS 20, Part II, (4).
	e. Documentation		
	User Manual - Describes functions of the system and enables the individual to use it.		TEMPORARY. Retain with data systems specifications. Dispose of one year after discontinuance of the system. Complies with GRS 20, Part III, (8).
	5 INFORMATION AND PRIVACY SYSTEM HISTORY (IPSHIST)		
	Computer based index to all closed case files containing the hard copy documents associated with each Freedom of Information Act, Privacy Act, and Executive Order case received and processed by the Agency. The file contains the requestor's name, address, request number, grant code, and closing date; and can be searched on one or any combination of these data elements. (1974 to present)		
	a. Input		
	Information is received electronically from IPSLOG on a weekly basis. It describes all cases that have been closed.		TEMPORARY. Hold on-line in IPSHIST File for 1 year then transfer to off-line.
	b. Output		
	Computer generated hard copy listings (summary/statistical) on a weekly, monthly, and yearly basis to be used as internal research on all closed cases.		TEMPORARY. Destroy when no longer needed for research or when updated.

AND ITEM NO.	NO.	ITEM IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		SECRET		
		c. Files		
		(1) IPSHIST File - Continuous update file containing the cumulative data of all information entered into the system on closed cases.		TEMPORARY. Transfer to Off/Line Master Tape after one year.
		(2) Off/Line Magnetic Master Tape File Information of all cases that have been closed.		TEMPORARY. Hold in OIT tape library until no longer needed for reference, then destroy.
		d. Backup (Scratch) Tape Files		
		(1) Daily backup tape prepared by the OIT computer center Monday through Thursday.		TEMPORARY. Hold in OIT tape library for 15 days, then reuse. Complies with GRS 20, Part II, (4).
		(2) Weekly backup tape prepared by the OIT computer center each Friday.		TEMPORARY. Hold in OIT tape library for 45 days, then reuse. Complies with GRS 20, Part II, (4).
		(3) Monthly backup tape prepared by the OIT computer center on the last Friday of each month.		TEMPORARY. Hold in OIT tape library for one week, transfer to AARC for three weeks, then reuse. Complies with GRS 20, Part II, (4).
		e. Documentation		
		User Manual - Describes functions of the system and enables the individual to use it.		TEMPORARY. Retain with data system specifications. Dispose of one year after discontinuance of system. Complies with GRS 20, Part III, (8).
		ALL PERMANENT ITEMS WILL COMPLY WITH CFR 36, CHAPTER XII, SUBCHAPTER B, PART 1234, SUBSECTION 1234.4		